

ALLEN R. MOORE + 1244 MOUNTAIN BROOK DRIVE + NORMAN, OKLAHOMA 73072

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FOR WHOM IT MAY CONCERN

Ms Susan Houck has started a business out of her home in the area of publication formatting and copy editing. It is with great pleasure that I highly recommend her for this type of work.

In my capacity as Professor of Naval Science, I have known her and used her worked for many years when she was previously employed at OU with the Document Production Services department.

My first project for her was to type, develop graphics, and layout for a 156 page document entitled "Naval Reserve Officer Training Corps (NROTC) Midshipman Regulations" from a very rough draft. The task came with a challenging deadline.

She accepted the assignment with enthusiasm and worked with myself and others of my team in a most professional manner. She had a very "can do" attitude not only in the mechanics of the task but also in her personal demeanor. She delivered the document on time, with a very attractive appearance, in an easy to read manner. She more than surpassed all of our objectives.

In subsequent projects she continued to be dedicated to the task at hand and demonstrated on numerous occasions her professionalism and level of creative talent. She has and will always do a superb job.

You would not go wrong employing Susan for any task that you may have. You will be totally satisfied in her work.

Sincerely,



A.R. Moore,
Professor of Naval Science (ret'd)

Susan Houck